

Personnel-General
ARMY COMMAND POLICY

Supplementation. Further supplementation is prohibited without approval from CDR, HQ FORSCOM, ATTN: AFAG-EO. Upon approval, a copy of each supplement issued must be furnished to CDR, HQ FORSCOM, ATTN: AFAG-EO, Fort McPherson, GA 30330-6000, within 60 days following the effective date of the supplement.

Suggested improvements. The proponent for this supplement is the FORSCOM Equal Opportunity Office, AG, HQ FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, HQ FORSCOM, ATTN: AFAG-EO, Fort McPherson, GA 30330-6000.

Restrictions. Approved for public release; distribution to unit level for AC and USAR. Local reproduction is authorized.

Applicability. This supplement applies to all Forces Command units, including major units on non-FORSCOM installations, and the U.S. Army Reserve Command (USARC).

FOR THE COMMANDER:

OFFICIAL:

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Distribution: Special.

Copies furnished: HQDA, ODCSPER (DAPE-HR-L); OCAR, (DAAR-PE), 2400 Army Pentagon, Wash DC 20310-2400; HQ FORSCOM (AFIS-RPP) (record set)

AR 600-20, 30 March 1988, is supplemented as follows:

Page 1, paragraph 6-1a, Concept. Add subparagraph (3) as follows:

(3) Institutionalize EO throughout the leadership structure by direct and continuous involvement of leaders at all levels.

Page 9, paragraph 6-6e(19), Conducting staff assistance visits. Add subparagraphs (a), (b) and (c) as follows:

(a) The staff assistance visit should include sensing sessions/group interviews. The purpose of these sessions are two-fold. First, to provide soldiers the opportunity to openly express themselves in a non-threatening environment. Secondly, to provide feedback that can be used to assess the equal opportunity climate and influence change in an organization. Commanders are encouraged to provide feedback to soldiers regarding issues raised in sensing sessions/ group interviews.

(b) Apply the following basic rules when conducting sensing sessions or group interviews:

(1) Prior to conducting the session, establish a list of questions that relates to the issue. This will help the facilitator stay focused on the subject matter.

(2) Ensure the group understands why the session is being conducted. Each session should be no more than 45-60 minutes.

(3) The group size should be 45-50 soldiers per session.

(4) The racial make-up of the group should be representative of the organization.

(5) All members of the group should be encouraged to participate, and their identity will remain anonymous.

(6) Regard everyone's input as essential and having merit. When isolated issues (only one soldier presents the issue) surface, the EOA should inform that soldier's chain of command and offer assistance.

(c) Staff assistance visits will be conducted using FORSCOM Form 1057R (FORSCOM EO Staff Assistance Visit Checklist). A copy for local reproduction is located in the back of this supplement.

Page 11, paragraph 6-8, Procedures for processing complaints of discrimination. Add paragraphs u, v and w as follows:

u. The complaint processing procedures outlined in AR 600-20 will be used by all

subordinate FORSCOM installations/units and will not be modified unless prior approval is granted by HQ FORSCOM.

v. Equal opportunity complaints and related information will be reported, on FORSCOM soldiers only, using FORSCOM Form 1028-R (Unit Equal Opportunity Complaint Report). The FORSCOM Form 1028R is a six part form. A copy for local reproduction is located in the back of this supplement at Appendix B.

(1) Parts I thru V will be used to report racial, national origin, religious, gender, and sexual harassment complaints, respectively. Some part(s) may not be necessary to use. For example, if no racial discrimination complaints were filed, do not submit part I. Also, the term "Quid Pro Quo" used in Part V means that something is given or taken in return for something else (i.e., One gives sexual favors for a promotion).

(2) Part VI will be used to report the total number of complaints by category and disposition. It must be submitted whenever complaints of any type are reported.

(3) Additional information to be reported includes actions taken by the commander, grade and position of the complainant, and the method used to resolve the complaint.

(4) Submit a negative report in writing if there are no complaints to report in any of the categories.

w. Equal Opportunity Complaint Reports (FORSCOM 1028-R) will be submitted to HQ FORSCOM, ATTN: AFAG-EO quarterly.

(1) Procedures to reduce duplication in counting complaints processed by Equal Opportunity and Inspector General offices are contained in FORSCOM Circular 600-92-1, FORSCOM Affirmative Action Plan.

(2) Installations/units reporting directly to FORSCOM will submit a report each quarter by the 15th of the month following the end of the reporting quarter.

(3) The United States Army Reserve Command (USARC) will submit a report not later than the month following the end of the quarter.

Page 23, paragraph 6-13, Affirmative action plan. Add paragraphs f and g as follows:

f. Commands reporting directly to FORSCOM required to develop and implement an Affirmative Action Plan (AAP) will submit a copy to

HQ FORSCOM, ATTN: AFAG-EO, within 60 days after the effective date.

g. FORSCOM staff agencies will report IAW FORSCOM Circular 600-92-1, FORSCOM Affirmative Action Plan.

Page 23, paragraph 6-14, Training. Add paragraph c as follows:

c. The professional development of EOAs is essential to maintain a proactive and viable EO program. Training should be ongoing and can include attending training sessions at civilian institutions, participation in EO workshops and conferences, attendance at NAACP and IMAGE conventions, and others.

Page 29, paragraph 6-15, Authority to collect and maintain data. Add subparagraph a as follows:

a. The Equal Opportunity Statistical Report, FORSCOM Form 1059-R. Installation/units, to include the United States Army Reserve Command (USARC), will submit FORSCOM Form 1059-R quarterly to HQ FORSCOM, ATTN: AFAG-EO. FORSCOM Form 1059-R will be prepared down to brigade and equivalent levels, on FORSCOM soldiers only, and signed by the commander or

his/her designated representative. Reports will be consolidated at installation/corps levels and arrive NLT the month following the end of the reporting quarter for all active component elements. The US Army Reserve Command will report the data annually as part of their annual report on EO progress. A copy for local reproduction is located in the back of this supplement.

Page 29, paragraph 6-16, Narrative and Statistical Report on Equal Opportunity Progress (RCS CSGPA-1471). Add paragraphs d and e as follows:

d. The Annual Narrative and Statistical Report on Equal Opportunity Progress will be prepared IAW the format and instructions outlines in appendix A. This effort ensures that reports provide a thorough and meaningful assessment of the installation/unit equal opportunity program.

e. The report will be submitted to HQ FORSCOM, ATTN: AFAG-EO. Installations/units reporting directly to FORSCOM and the U.S. Army Reserve Command (USARC) will submit their reports NLT 15 November, annually.

Appendix A

Format For Annual Narrative And Statistical Report On Equal Opportunity Progress

OFFICE SYMBOL (600-20a)

MEMORANDUM FOR Commander, Forces Command, ATTN: AFAG-EO,
Fort McPherson, GA 30330-6000

SUBJECT: Annual Narrative and Statistical Report on Equal Opportunity Progress [RCS
CSGPA-1471(R1)]

1. References (List the references that requires submission of the report).
2. This report contains a narrative evaluation and statistical summary of data compiled during the period 1 October 19_ through 30 September 19_. It reflects the status of the (name of organization/installation) Equal Opportunity Program.
3. Assessment/analysis of EO condition:
 - a. Overall assessment: Summarize and rate the overall equal opportunity climate in your command as good, fair, or poor.
 - b. The assessment/analysis provided is based on a review of the following:
 - (1) Affirmative Action Plan Goals: Each affirmative action goal outlined in Affirmative Action Plan will be identified and assessed. The assessment will include the status of each goal (met/not met). For goals not met, identify action steps programmed to correct the existing shortcoming or condition. The Representation Index (RI) will be used to identify indicators of discrimination.
 - (2) Equal Opportunity Complaints: Provide data on the total number of complaints filed by category, gender and REDCAT and the number of complaints substantiated, unsubstantiated (IC and NC), and pending. Complaints filed with the IG will be reported using item 5, FORSCOM Form 1028-R (Revised), FORSCOM Supplement 1 to AR 600-20. Include a data analysis of complainant, who complaints were filed against, methods used to resolve the complaints, and the type of actions taken by the commander toward the offenders. Also, compare the results to the last few year's complaints and report any noted trends.

OFFICE SYMBOL

SUBJECT: Annual Narrative and Statistical Report on Equal Opportunity Progress

(3) Training: Discuss Equal Opportunity Representative training to include number of courses conducted, number of soldiers trained, and percentage of trained soldiers vs requirements. Also include any installation unique training, special training, executive seminars, conferences, workshops, video teleconferences, training at DEOMI, etc.

(4) Staff Assistance Visits: Provide the number of staff assistance visits (SAV) conducted by the installation/corps to brigade/equivalent elements, as well as brigade/equivalent to subordinate elements during the FY. Note any areas of concern or trends.

(5) Climate Assessment Surveys: Provide the number of company level surveys by category (change of command, commander's request, annual requirement, command inspection program, etc.) and type (Military Equal Opportunity Survey, Unit Climate Profile, Training Diagnosis Assessment System Survey, or others). Note any areas of concern or trends.

(6) Assignment/Utilization of Equal Opportunity Advisors: State how EOAs are being used (consolidated or assigned to brigades) and identify problems associated with replacements, or other related issues. Note any concerns with malutilization.

(7) Ethnic Observances: Highlight some of the activities conducted in conjunction with observances outlined in AR 600-20. Also emphasize any special observances that may be unique to the region.

4. Equal Opportunity Staffing, Organization Relationship, and Command Distribution:

a. EO Staffing: Discuss EO staffing as it relates to your required, authorized, and assigned strength. Include a REDCAT/gender breakdown of assigned EOAs. Provide information on shortages, replacements, extensions, etc.

b. Organizational Relationship: Discuss the EO office organizational relationship as it relates to AR 5-3, Installation Management and Organization. Deviations from AR 5-3 should be addressed.

OFFICE SYMBOL

SUBJECT: Annual Narrative and Statistical Report on Equal Opportunity Progress

c. Command Distribution: Provide a brief description of the command that include the categories listed below. Racial groupings (REDCAT) will not be categorized as majority/minority. Compare to the command's distribution from the previous year to determine trends in REDCAT gains/losses.

- (1) (Statistical breakout of officers by REDCAT, grade, and gender percentages).
- (2) (Statistical breakdown of warrant officers by REDCAT, grade, and gender percentages).
- (3) (Statistical breakout of enlisted by REDCAT, grade, and gender percentages).
- (4) (Statistical breakout of the total command distribution by REDCAT, grade, and gender percentages).
5. (Elaborate on equal opportunity goals/initiatives for the upcoming FY).
6. (Suggestions for improving the Equal Opportunity program beyond the control of your headquarters).

Encl

CG or Designated Representative
SIGNATURE BLOCK

Appendix B

Instructions For Completing Forscom Form 1028-R (Unit Equal Opportunity Complaint Report)

PARTS I thru V (Racial, National Origin, Religion, Gender, and Sexual Harassment Complaints)

Item 1 (Category/Disposition) - Identifies the category and disposition of the complaint. Enter the number of complaints processed under the appropriate category (a-h) by Racial Ethnic Designation Category (REDCAT) and gender, then enter the disposition of the complaint. Continue with item 2 (Commander's Action) and enter the action(s) taken by the commander.

NOTE: The titles of the categories listed in part V differs from those in parts I thru IV.

Item 3 (Grade of Complainant) - Enter the grade, REDCAT and gender of the complainant. The REDCAT and Gender should be the same as that entered in item 1.

Item 4 (Grade/REDCAT/Gender of Offender) - Enter the grade, REDCAT, and gender of the Offender.

Item 5 (Method of Resolution) - Enter the total number that identifies the method used to inquire about or investigate the complaint.

Item 6 (Position of Offender) - Enter the position of the offender(s).

Item 7 (Remarks) - Provide any pertinent information relating to the status/update of pending complaints, identify type of "other complaints" reported (i.e., verbal, nonverbal, physical behavior), as well as any additional information not otherwise reported.

PART VI (Total Number of Complaints/Disposition) - Enter the total number of complaints processed by category and disposition.